



Marijuana Regulatory Agency
P.O. Box 30205 Lansing, MI 48909
Telephone: (517) 284-8599

MEDICAL MARIJUANA STATE OPERATING LICENSE RENEWAL CHECKLIST

State operating license renewal applications and all required documentation as provided on this checklist must be submitted online through the Accela Citizen Access (ACA) Portal located at: <https://aca3.accela.com/MIMM>.

Review this checklist for the forms and documents that are necessary to complete this renewal application:

Renewal Licensee Applicant Required Documents:

Supporting Documents

- ☐ Latest Federal Tax Return
- ☐ Latest State Tax Return
- ☐ Sales Tax Returns (since licensure)
 - ☐ Proof of Payments/Receipts
- ☐ Current Insurance Policy, Bond, or Security
- ☐ Livescan Forms for Required Spouses (if applicable)
(Agency will send the Livescan forms if spouses need to be fingerprinted. Forms will not be sent out until renewal record is filed.)

Attestations

- ☐ Attestation I – Renewal:
Confirmation of Section 205 Compliance
- ☐ Attestation J – Renewal:
Confirmation of Section 408 Compliance
- ☐ Attestation K – Renewal:
Confirmation of MMFLA and Rule Compliance
- ☐ Attestation L – Renewal (if applicable):
Safety Compliance Facility Confirmation of Rule 47(9)(B) and Section 505(4)(g) Compliance (if applicable)
*To be completed only by Safety Compliance Facilities

Provide the following if there have been changes since licensure or last Agency change notification:

Ownership Changes

- ☐ Organizational Chart
- ☐ Sale Documents/Agreements
- ☐ Proof of Payment/Sale

Disclosures

- ☐ Disclosure 2A Part 1 & Part 2
- ☐ Disclosure 2D
- ☐ Disclosure 3A
- ☐ Disclosure 3B
- ☐ Disclosure 4
- ☐ Disclosure 5
- ☐ Disclosure 6
- ☐ Disclosure 8

Business Plans

- ☐ Facility Plan, including Security Plan
- ☐ Floor Plan
- ☐ Technology Plan
- ☐ Staffing Plan
- ☐ Marketing Plan
- ☐ Inventory & Recordkeeping Plan

Delay in filing your renewal application, submitting required documents, and payment of the renewal regulatory assessment will result in a renewal processing delay and may require the closure of your facility.

If you have questions or concerns regarding this, you may contact Medical Facilities Licensing Section by calling (517)-284-8599 or emailing MRA-Applications@michigan.gov.